

## Process Server Guide to Submitting Proposed Appointment Order

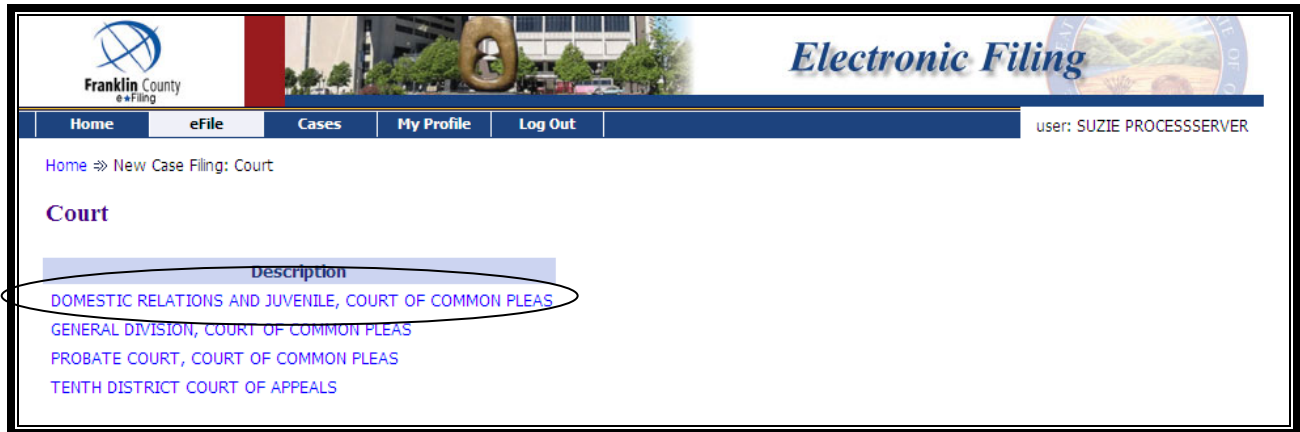
1. Log into the Filer's Interface.

The screenshot shows the Franklin County e-Filing website. The header includes the Franklin County e-Filing logo, a navigation bar with links for Welcome, Terms of use, Payment policy, and Support, and the text "Electronic Filing" and "powered by eFlex from Tybera". The main content area features a large image of a modern building with an "eFile!" callout. Below the image, it says "Welcome to the Franklin County's e-Filing website." and provides information about the service, including a link to the Terms of Use policy. On the right side, there is a "Log In" section with fields for User Name (containing "AJSMITH") and Password (masked with dots), a "Log In" button, a "Forgot Your Password?" link, and a "Request Account" button.

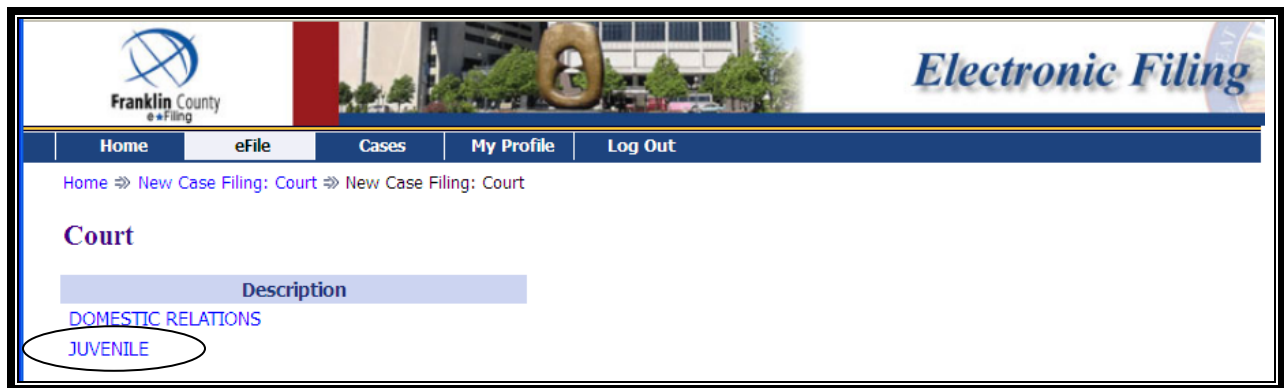
2. Click on **New Case**.

The screenshot shows the Franklin County e-Filing website user interface. The header includes the Franklin County e-Filing logo, a navigation bar with links for Home, eFile, Cases, My Profile, and Log Out, and the text "Electronic Filing". The main content area shows a "Home" section with a list of buttons: "New Case" (circled in red), "File To Existing Case", "Filing Status", "My Recent Cases", and "Notifications". Each button has a corresponding description: "File new case", "File subsequent document to existing case", "Check the status of filings", "List of my cases", and "Review Notifications".

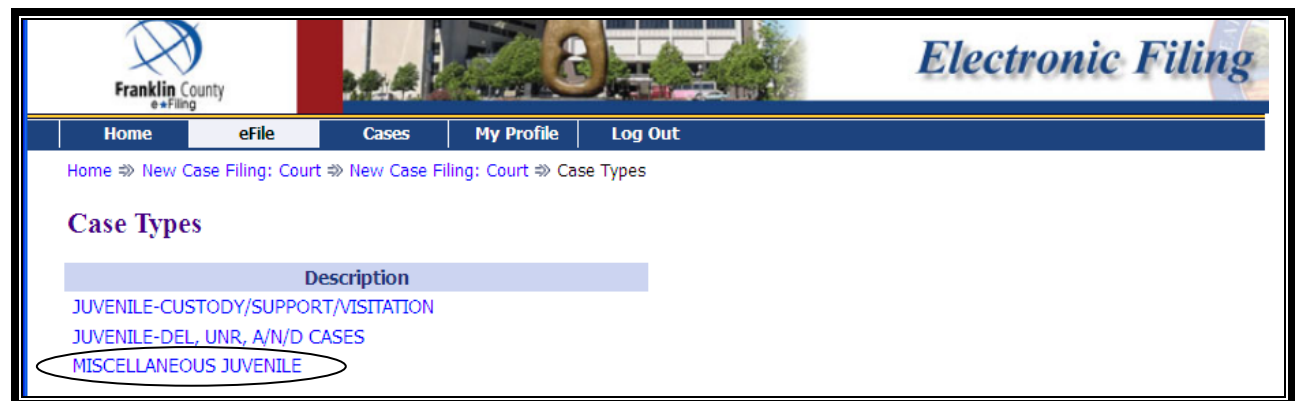
3. Click on **Domestic Relations and Juvenile, Court of Common Pleas**.



4. From the Court page, click **Juvenile**.



5. From the Case Types page, choose the **Miscellaneous Juvenile** case type.



6. From the Case Subtype page, choose the **Miscellaneous – Appt Special Process Server** case subtype.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out

Home >> New Case Filing: Court >> New Case Filing: Court >> Case Types >> Case Subtype

**Case Subtype**

Description
<a href="#">ADULT CRIMINAL CASES</a>
<a href="#">MISCELLANEOUS - APPT SPECIAL PROCESS SERVER</a>
<a href="#">MISCELLANEOUS CASE - IN THE MATTER OF</a>
<a href="#">MISCELLANEOUS CASE - PLAINTIFF VS. DEFENDANT</a>
<a href="#">REGISTRATION OF FOREIGN ORDER</a>
<a href="#">REGISTRATION OF FOREIGN ORDER - VERSUS</a>

[Back](#)

7. Click on **Add Child/Defendant/Other Parties**.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out

Home >> New Case Filing: Court >> New Case Filing: Court >> Case Types >> Case Subtype >> Case Initiation

**Case Initiation: MISCELLANEOUS CASE - IN THE MATTER OF**

Filer Reference No  (Enter your office reference number - if applicable)

**Add Case Participants** [Add Child/Defendant/Other Parties](#)

Participant Name	Role	Attorney(s) for Party
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[Back](#) [Save to Draft](#) [Next](#)

8. Add the Party Information. The required fields have asterisks by them.
- The Primary Defendant/Petitioner/Respondent should have an Additional Party Type of **Defendant**.
  - Check the Business or Person radio button.
  - In the **Last Name** field type the person or company name.
  - Enter the address in the address fields.
  - In the REPRESENTATION FOR THIS PARTY section, enter PROCESS SERVER in the Attorney's Last Name field, and **1000043** in the Supreme Court No. Field **and click on ADD**.
    - Note: The case will not process if this step is not completed.**
  - Click on **Next**.

### Add a Party

Note: Any party to be served must be added as a distinct party.

#### Party Information

Party Type: Primary Defendant/Petitioner/Respondent

Additional Party Type: \* DEFENDANT

Business ☐ Person ☒

First Name: \* JON

Middle Initial:

Last Name: \* (or Business Name) DOE

Designation:

Sex: Male ☐ Female ☐ No Information ☒

Home Phone:

Work Phone:

Address Line 1: \* 12 E MAIN ST

Address Line 2:

Address Line 3:

City: \* COLUMBUS

State: \* OHIO

Zip / Postal Code: \* 43215

**Demographics**

Add Additional Addresses

Address	Delete
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#### Additional Aliases or Business Name for Party

Type: Also Known As

Business ☐ Person ☒

First Name: \*

Middle Initial:

Last Name: \* (or Business Name)

Designation:

Add

Type Alias (Business Name) Delete

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#### Representation for this Party




Last Name	Supreme Court No.	State	Delete
Add Another or Replace Attorney:			
Attorney's Last Name:	PROCESS SERVER		
Supreme Court No.:	1000043		
Bar State:	Ohio		
Add			

Back Next

9. You will be returned to the Case Initiation Page. Click on **Next**.
10. From the Add a Document page, choose the New Case Filings **Document Category** and choose *MOTION: DESIGNATION OF PROCESS SERVER* from the **Document Type** dropdown. Browse for your document, and click on **Add**.
11. From the Add a Document page, choose the New Case Filings **Document Category** and choose *FILING SUBMITTED TO MAGISTRATE: ORDER APPOINTING SPECIAL PROCESS SERVER* from the **Document Type** dropdown. Browse for your document, and click on **Add**.
  - a. A Process Server Entry template has been made available on the Court and the Clerk of Court's website. If you choose to draft your own order, the order must contain the following:
    - Per Juvenile Rule 38, the judgment entry shall include the name of the business entity, if any, and list the names of all persons authorized to make service of process under the order. In the event there are any persons listed who are no longer employed by the business entity or are otherwise no longer affiliated with the business entity, or additional persons are to be included, a new motion and judgment entry shall be filed according to this rule.
    - Language indicating that the order expires one year from the date filed.
    - Signature blocks for each of the 5 Judges.

Note: eFlex will not allow a Proposed Order to be submitted alone. Another document (Motion: Designation of Process Server) must be uploaded as well.

12. If you would like a copy of the process server order sent to you:
  - a. From the Add a Document page, choose the Service **Document Category** and choose the Request for Service-Ordinary Mail from the **Document Type dropdown**.
  - b. The browse button will be disabled. Click the **Add** button and screen will automatically go to a generated form.
  - c. From the **Documents to be served** dropdown, choose the documents you'd like sent to you and click on **Add**.
  - d. Click on the checkbox by your name and Click on **Next**.

**Electronic Filing**

HomeeFileCasesMy ProfileLog Out
user: PROCESS SERVER

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Document

**Case Subtype : MISCELLANEOUS - APPT SPECIAL PROCESS SERVER**

Document Category
Document Type \* REQUEST FOR SERVICE - ORDINARY MAIL
Additional Text
Document Location Browse... No file selected.
Add to Submission Add

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB	--	
MOTION: DESIGNATION OF PROCESS SERVER	magdecision.pdf		0.06 MB	--	
FILING SUBMITTED TO MAGISTRATE: ORDER APPOINTING SPECIAL PROCESS SERVER	magdecision_A.pdf		0.06 MB	--	
			Total Size:	0.12 MB	

BackMove to DraftNext

13. Click on **Next**.





**Electronic Filing**

HomeeFileCasesMy ProfileLog Out
user: PROCESS SERVER

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Document

**Case Subtype : MISCELLANEOUS - APPT SPECIAL PROCESS SERVER**

Document Category
Document Type \*
Additional Text
Document Location Browse... No file selected.
Add to Submission Add

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB	--	
MOTION: DESIGNATION OF PROCESS SERVER	magdecision.pdf		0.06 MB	--	
FILING SUBMITTED TO MAGISTRATE: ORDER APPOINTING SPECIAL PROCESS SERVER	magdecision_A.pdf		0.06 MB	--	
REQUEST FOR SERVICE - ORDINARY MAIL	View Generated Document		0.0 MB	--	
			Total Size:	0.12 MB	

BackMove to DraftNext

14. From the **Review and Approve** page, you may verify that you've uploaded the correct documents, delete or add more documents, edit the information you've entered and/or send a note to the clerk or court along with your filing. Once you have confirmed that you are ready to submit your filing, click on **Submit the Filing**.

### Review and Approve Filing

**Case Title : IN THE MATTER OF: JON DOE**

Case Subtype : MISCELLANEOUS - APPT SPECIAL PROCESS SERVER

Filers Reference No:

☐ Emergency

Generated Case Data:

Change Case Data

Document(s) to be Submitted: 

Add/Remove Documents

Document Name	View Document
MOTION: DESIGNATION OF PROCESS SERVER	<a href="#">magdecision.pdf</a>
FILING SUBMITTED TO MAGISTRATE: ORDER APPOINTING SPECIAL PROCESS SERVER	<a href="#">magdecision_A.pdf</a>
REQUEST FOR SERVICE - ORDINARY MAIL	<a href="#">View Generated Document</a>

Special Filing Instructions for the Clerk:

Payment Method:

☒ Pay by Credit Card

☐ Estimated Fees: \$35.00

☐ INDIGENT/DEFER

☐ COURT EXEMPT **FOR COURT USE ONLY**

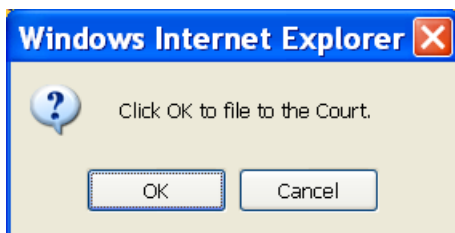
Back

Cancel (Delete)



Move to Draft

Submit the Filing

15. Click on **OK**.



16. There is a \$35.00 filing fee for this filing. You will be taken to the PayGov screen where you will be required to enter your credit card information. Once entered, click on **Review and Pay**.




The following payments are accepted for your transaction:

☒ Credit/Debit  
☐ Check

**Review and Pay ->**

<<-- Edit Payor Info  
<-- Edit Payment Amts  
Cancel and Go Back

Payment Amount: \$35.00  
Flat Convenience Fee: \$1.05  
Payment Total: \$36.05



### Payment Information - E-Filing Domestic

Cardholder First Name:   
Last Name:   
Address:   
City:   
State:   
Zip Code:   
Billing Phone:   
Your Email Address:  Optional

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Card Type:   
Card Number:   
Security Code:  Three or four-digit code printed on back of card  
Expiration Date:



17. Once you've read the information highlighted in yellow and have agreed to it, click **I Agree**.  
Click on **Submit Payment**.



The screenshot shows the PayGov.US E-Filing Domestic payment page. On the left, there is a yellow-highlighted area with the following text: "By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is NON-REFUNDABLE." Below this, it says: "If you would like to make any changes to the information you have entered, please select the page from the buttons below." There are four buttons: "<<<-- Edit Payor Info", "<<-- Edit Payment Amts", "<-- Edit Payment Info", and a green "Submit Payment ->" button. Below these is a "Cancel and Go Back" button. The main section is titled "Payment Information - E-Filing Domestic" and contains the following details: Cardholder Name: DOE JON, Address: 12 E MAIN ST : COLUMBUS, OH, Credit Card: VISA 4\*\*\*\*\*1111 exp 04/16, Payment Amount: \$35.00, Convenience Fee: \$1.05, and Payment Total: \$36.05. At the bottom, it says "Copyright © 2009 PayGov, LLC" and provides a link to "www.PayGov.US".

☒ **I Agree**

By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is NON-REFUNDABLE.

If you would like to make any changes to the information you have entered, please select the page from the buttons below.

<<<-- Edit Payor Info

<<-- Edit Payment Amts

<-- Edit Payment Info

**Submit Payment ->**

Cancel and Go Back

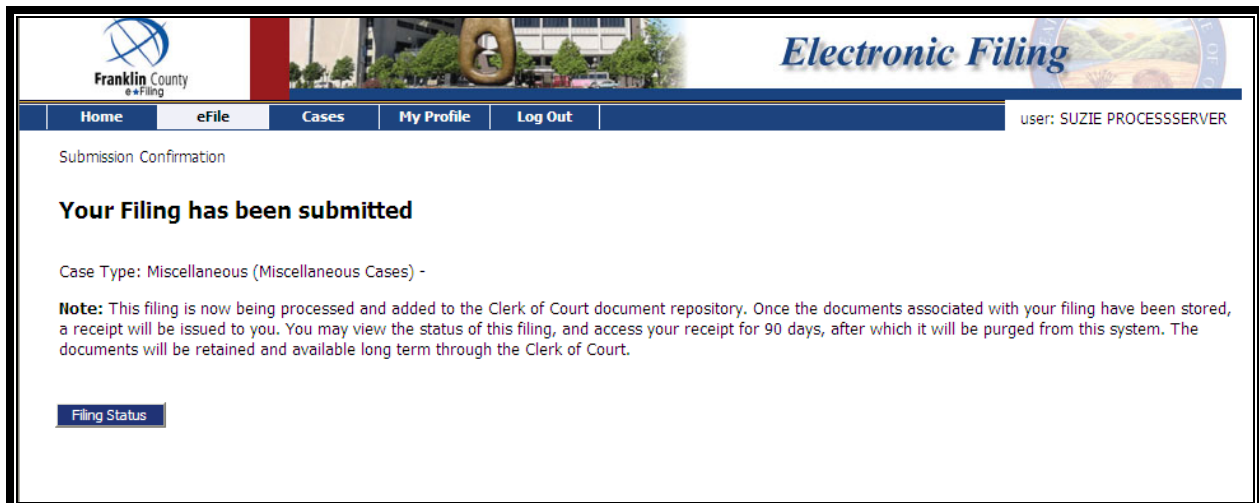
**Payment Information - E-Filing Domestic**

Cardholder Name: DOE JON  
Address: 12 E MAIN ST  
: COLUMBUS, OH  
Credit Card: VISA 4\*\*\*\*\*1111 exp 04/16

Payment Amount: \$35.00  
Convenience Fee: \$1.05  
Payment Total: \$36.05

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18. From the **Your Filing has been submitted** page, you may click on **Filing Status** to view the status of your submission.



The screenshot shows the Franklin County eFiling "Submission Confirmation" page. The header includes the Franklin County eFiling logo, a photo of a building, and the text "Electronic Filing". The navigation bar has links for Home, eFile, Cases, My Profile, and Log Out. The user is identified as "SUZIE PROCESSSERVER". The main content area is titled "Your Filing has been submitted" and shows "Case Type: Miscellaneous (Miscellaneous Cases) -". A note states: "Note: This filing is now being processed and added to the Clerk of Court document repository. Once the documents associated with your filing have been stored, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 90 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court." A blue button labeled "Filing Status" is located at the bottom left of the main content area.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERVER

Submission Confirmation

**Your Filing has been submitted**

Case Type: Miscellaneous (Miscellaneous Cases) -

**Note:** This filing is now being processed and added to the Clerk of Court document repository. Once the documents associated with your filing have been stored, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 90 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court.

[Filing Status](#)